



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

OFFICE TECHNICIAN (GENERAL)

\$2,348 - \$2,855

**LICENSING SERVICES DIVISION
SAN FRANCISCO**

RESPONSIBILITIES:

Under the supervision of the Chief of the Licensing Services Division the incumbent will receive, log, and distribute surplus line filings within the Department and to the Surplus Line Association of California; maintain the official List of Eligible Surplus Line Insurers (LESLI); maintain a database of information related to LESLI filing; and develop and maintain procedures for processing LESLI filings. Other duties include but are not limited to: provide clerical support to the Licensing Services Division Chief; prepare letters, reports, and various spreadsheets using Microsoft applications; provide backup clerical support to the Executive Office of the Insurance Commissioners; schedule meetings and prepare meeting agendas and required materials for distribution; open, review, and distribute incoming mail; and maintain filing and records management systems.

DESIRABLE QUALIFICATIONS:

Candidates should possess the ability to work independently; have good interpersonal skills and communication skills - both verbal and written. Dependability, ability to follow directions, initiative, resourcefulness, good judgment; the ability to work cooperatively with others; ability to evaluate situations accurately and take effective action; professional demeanor; and knowledge and experience with Microsoft applications.

WHO MAY APPLY:

Applications will be accepted from current State employees at the Office Technician level, those within transfer range or who have list eligibility. All applications will be reviewed, however, only the most qualified candidates will be contacted for an interview. SROA or surplus employees are encouraged to apply. ***Applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, transfer, reinstatement or list eligibility) on the state application.***

APPLICATION PROCEDURE:

Send a completed standard State of California application to Shari Yamamoto, Department of Insurance, Human Resources Management, 300 Capitol Mall, 13th Floor, Sacramento, CA 95814. **Please indicate Office Technician (G), #245-1138-001" on the state application.** For additional information, please call (916) 492-3418.

FINAL FILING DATE: **May 25, 2001 or until filled**

NOTE: **Interested individuals, including list eligibles, must submit application in order to be considered for this position.**

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

sp05/15/01